

How to create a chart in Microsoft excel

What is Microsoft Excel?

Microsoft Excel is a programme used to organise and analyse data, which can be turned into charts to make information easier to understand. This poster will guide you, step by step, on how to create a chart in Excel.

Organising data



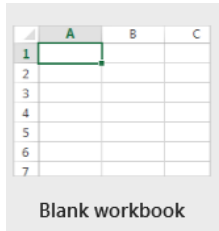
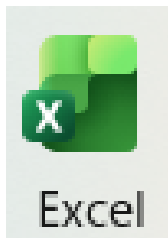
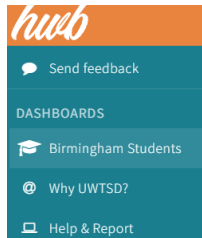
Analysing information



Creating charts

Step 1: Open Excel

- ❖ Log into the Hub App.
- ❖ You will see several different apps.
- ❖ Click on the Microsoft Office 365 app.
- ❖ Then click on the Excel app and choose blank workbook.



Step 2: Enter your data

Enter the data into Excel by creating a table. Create a table by typing your data in rows and columns. Make sure you include headings.

	A	B	C	D
1	Date	Cleaner	Hours	Jobs completed
2	01/02/2026	Sara	5	3
3	01/02/2026	Max	6	4
4	02/02/2026	Aisha	4	2
5	02/02/2026	Sara	5	3
6	03/02/2026	Max	6	3
7	03/02/2026	Aisha	5	4

Step 3: Select data

Select your data for the chart by clicking and dragging to highlight all the information you want in the chart.

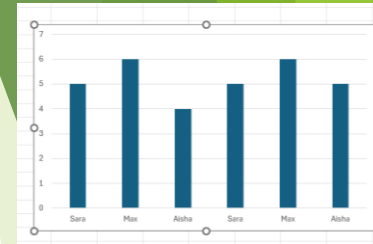
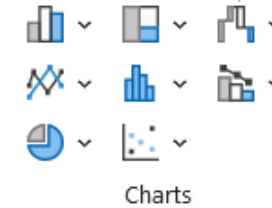
This includes labels and numbers.

	A	B	C
1	Date	Cleaner	Hours
2	01/02/2026	Sara	5
3	01/02/2026	Max	6
4	02/02/2026	Aisha	4
5	02/02/2026	Sara	5
6	03/02/2026	Max	6
7	03/02/2026	Aisha	5

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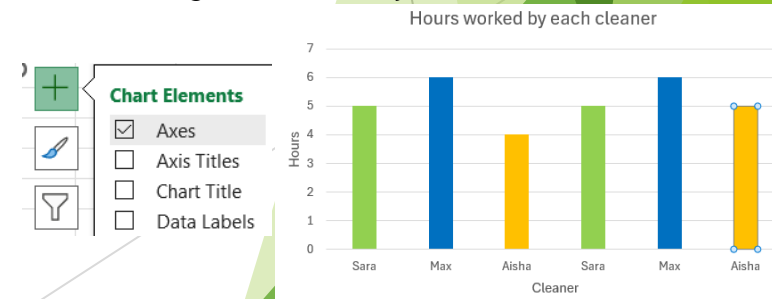
Step 4: Insert a chart

- ❖ Click the Insert tab at the top of Microsoft Excel.
- ❖ Choose a chart type (bar, pie, line).
- ❖ Once you have chosen the chart type, Excel will create and insert the chart automatically.



Step 5: Customise your chart

Click the chart and select the chart design tool to customise your chart. This tool is a plus sign and will appear next to the chart as shown below. You can customise your chart by changing colours, adding a title to your chart and adding axis labels to your chart.



You have successfully created a chart in Microsoft Excel to visually display your data.